

File No. \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Scheduled Public Hearing Date: \_\_\_\_\_

Fee: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Check or Receipt No. \_\_\_\_\_

**APPLICATION FOR CERTIFICATE OF APPROPRIATENESS  
FOR SIGNAGE  
CITY OF GAHANNA PLANNING COMMISSION**

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Business Name _____	Submittal Date _____
Address of Site _____	Zoning District _____
Owner/Representative _____	Title _____
Address _____	Phone: _____
City/ State/ Zip _____	Fax: _____
Sign Contractor _____	City License Number _____
Address _____	Phone Number _____
City/ State/ Zip _____	
Representative _____	Title _____

Special Information Regarding the Proposal

\_\_\_\_\_

\_\_\_\_\_

**Submission Requirements**

- (1) Applicant is required to complete the checklist on the following page.
- (2) Fee: \$25.00.
- (3) Ten (10) color copies of the plans are to be folded (NOT ROLLED) to 8 1/2 x 11 inch size prior to submission.
- (4) Submit reduced color drawing to 8 1/2 x 11 suitable for an overhead projector.
- (5) Submit a detailed list of materials.

Note: Planning Commission members may visit the property prior to the hearing to review the application.

- **NO SIGNAGE MAY BE ERECTED PRIOR TO OBTAINING APPROVALS FROM THE APPROPRIATE CITY OFFICIALS (i.e. Planning Commission & Building Department)**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPROVAL**

In accordance with Sections 1165.06 of the Codified Ordinances of Gahanna, this certifies that this sign, as stated above, has been approved by the Gahanna Planning Commission on \_\_\_\_\_. The applicant shall comply with any conditions approved by the Commission, and shall comply with all building and zoning regulations now in force.

Conditions: \_\_\_\_\_

\_\_\_\_\_

Zoning Administrator \_\_\_\_\_

Date \_\_\_\_\_

\*Note: All correspondence will be to applicant above unless otherwise stated.

Revised ; May 2003

## SUBMITTAL REQUIREMENTS FOR SIGNAGE PROPOSALS

Applicant  
Or Agent

Zoning  
Administrator

### I. GENERAL REQUIREMENTS

- A. All exhibits required for the permanent file (noted in the following paragraphs) must be able to be reduced to "legal size" (8 1/2" x 14) by folding, photo reduction, etc. (ALL PLANS ARE TO BE FOLDED BY APPLICANT PRIOR TO SUBMISSION.) However, large mounting boards, material samples, or other exhibits not meeting this criteria maybe used for Planning Commission workshop presentation. A. \_\_\_\_\_
- B. Ten color representations including the items listed in section II and/or III shall be submitted to the Zoning Administrator for presentation to the Commission. B. \_\_\_\_\_
- C. **10 Copies of the following photographs are required (any type of photograph is acceptable.):** (1) A wide-angle photograph of the entire lot (or as much of the lot as possible) that illustrates important features, e.g. signs already existing on the property ; (2) a photograph of the specific area of the proposed signage (a super-imposed picture of the proposed signage is strongly encouraged); (3) for strip centers—a photograph (or photographs) that illustrate at least three tenant wall signs to the right and three tenant wall signs to the left of the proposed signage, in addition to a picture of the specific location of the proposed signage. C. \_\_\_\_\_
- D. *\*Pictures of signs similar in design to the proposed signage are optional.*

### II. FREE-STANDING GROUND SIGNS SUBMITTAL REQUIREMENTS

- A. Site Plan. A site plan is required containing the following information:
1. Scale and north arrow; 1. \_\_\_\_\_
  2. Address of site; 2. \_\_\_\_\_
  3. All property and pavement lines; 3. \_\_\_\_\_
  4. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate the traffic flow with directional arrows and indicate the location of discretion signs and other motorist's aids (if any); 4. \_\_\_\_\_
  5. Location of existing and proposed landscaping (50 square feet required); 5. \_\_\_\_\_
  6. Location and height of all existing (to remain) and proposed signs on the site, complete with route of electrical supply to signs. Show required setbacks for sign from property lines; 6. \_\_\_\_\_
  7. Location of all existing (to remain) routing of electrical supply. 7. \_\_\_\_\_
- B. Material samples, color names and PMS numbers are required for all components. 7. \_\_\_\_\_

### III. WALL SIGN SUBMITTAL REQUIREMENTS

- A. Sign Drawing. A scaled drawing of each face of the proposed wall sign is required showing the following information:
1. All size specifications, including the size of letters and graphics; 1. \_\_\_\_\_
  2. Description of sign and frame materials and colors; 2. \_\_\_\_\_
  3. Wall anchorage details (note: anchorage must be interior to the sign or camouflaged); 3. \_\_\_\_\_
- B. Elevation. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the sign. B. \_\_\_\_\_
- C. Material samples are required for all components. C. \_\_\_\_\_